

Common Grant Terminology

The following terms will most likely be encountered during different stages of the grant process (for a more terms please see the links at the bottom of this page). This is not an authoritative list and there may be slight differences in terminology amongst different grants. If there is a difference between the terms posted here and the grant application, the grant application should always be given precedence; the grant application will contain contact information for the grantor to help resolve problems and questions specific to that grant application.

SF-269 Standard - used to prepare financial reports for a grant or cooperative agreement.

SF-270 Standard - used to request advances or reimbursements for a grant or cooperative agreement.

Accounting System presents and classifies costs as required for budgetary and evaluation purposes; provides cost and property control to ensure optimal use of funds; controls funds/resources to assure conformance with general or special conditions

ACH Automated Clearing House (Utilized by Treasury Department to wire payments)

Application notice is published on fedgrants.gov and invites applications for one or more discretionary grant competitions. It provides basic program and fiscal information on each competition, informs potential applicants when and where they can obtain applications, and cites the deadline date for a particular competition.

Assurances are a variety of requirements, found in different Federal laws, regulations, and executive orders, which applicants agree in writing to observe as a condition of receiving federal assistance.

Authorized Representative is the official within an applicant organization with the legal authority to give assurances, make commitments, enter into contracts, and execute such documents on behalf of the applicant as may be required by a grant maker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grant maker's regulations, guidelines, and policies. Note that the Authorized Representative is not necessarily the Project Director.

Catalog of Federal Domestic Assistance (CFDA) lists all domestic assistance programs of the Federal Government. It includes information about a program's authorization, fiscal details, accomplishments, regulations, guidelines, eligibility requirements, information contacts, and application and award process. It is maintained by the General Services Administration in both a printed publication and a database. It can be found on the web at <http://12.46.245.173/cfda/cfda.html>.

CFDA Number is an identifying number for a Federal assistance program, composed of a unique two-digit prefix to identify the Federal agency (e.g., 10 for the Department of Agriculture), followed by a period and a unique three-digit code for each authorized program.

Cognizant Federal Agency the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register

Competitive Grant is one in which eligible applicants are solicited to submit concept papers. At the conclusion of the solicitation period, all received concept papers are assessed and ranked. The highest ranked applicants are then eligible for an award upon their completion of all necessary administrative requirements. Their award amount may be linked to their ranking.

Competitive Review Process is used by FNS to select discretionary grant applications for funding, in which applications are scored by subject-area experts and the most highly scored applications are considered for funding.

Cooperative Agreement awards to states, units of local government or private organizations at the discretion of the awarding agency; these agreements are utilized when substantial involvement is anticipated between the awarding agency and the recipient during performance of the contemplated activity

Direct Costs expenses under the grant that can be identified specifically for project activities and are generally staff, consultant expenses, equipment, travel for project staff, and supplies purchased directly for use on a specific project

DUNS Number is a nine-digit number assigned to an organization by Dun & Bradstreet. The number does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the DUNS Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits.

Federal Register is a daily compilation of Federal regulations and other Federal agency documents of public interest, which is prepared by the National Archives and Records Administration for public distribution by the Government Printing Office.

Fiscal Year - year of operation and designated by the calendar year in which it ends. Examples: Federal Fiscal Year 2000 is October 1, 1999 to September 30, 2000 -- State Fiscal Year is July 1, 1999 to June 30, 2000

FNS stands for the Food and Nutrition Service, an agency of the U.S. Department of Agriculture (USDA).

Funding priorities are a means of focusing a grant competition on the areas in which the agency is particularly interested in receiving applications. Priorities can be **absolute**, which the applicant must address in order to be considered for funding; **competitive**, which the applicant has the option of choosing whether or not to address and for which they may receive additional points, or **invitational**, which the applicant is encouraged but not required to address.

Grant Monitoring visit to grant recipient to review programmatic and financial records and internal control procedures

Guidance This is the part of the grant application packet that contains the required elements needed for each specific grant. These may include performance measures, required documents, and application narratives. Additionally the Grant Management Office is able to provide assistance and answer questions

Indirect Cost expenses that are not readily identifiable with a particular grant or contract and are generally expenses related to administration and facilities

Match the recipient share of the project costs; match may be "in-kind" or "cash"; in-kind includes the value of donated services; cash includes actual cash spent by the recipient and must have cost relationship to the federal award that is being matched

NIH The National Institute of Health is part of the U.S. Department of Health and Human Services. NIH is the primary Federal agency for conducting and supporting medical research. NIH provides leadership and financial support to researchers in every state and throughout the world. Grant application used by NIH are the R01 and R21. [National Institutes of Health](#)

Non-Competitive is one in which the eligible applicants are pre identified for an award. Applicants must then complete all necessary administrative requirements to receive their award. The award amount is often specified for each identified applicant.

Obligations legal liability to pay under a grant, sub-grant, and/or contract for services or goods incurred during the grant period

Pass-Through states must give a % of the grant they receive to local governments, combination of local units, or other specified groups or organizations

Prior Approval written approval by the authorized official as consent prior to a budgetary or programmatic change in the award

Project Income all income, including interest earned on sub-grant funds or as a result of programs supported by grant funds; must be reported and be used to support further project activities (if allowed under Program Guidelines)

R01 The Research Project Grant (R01) is the original and historically oldest grant mechanism used by NIH. The R01 provides support for health-related research and development based on the mission of the NIH. R01s can be investigator initiated or can be in response to a program announcement or request for application. However, the R01 research plan proposed by the applicant must be related to the stated program interests of one or more of the NIH Institutes and Centers based on descriptions of their programs.

R21 The National Institute of Health (NIH) has standardized the Exploratory/Developmental Grant (R21). The R21 is intended to encourage exploratory/developmental research, ideally these are projects that are groundbreaking or extend previous discoveries toward new directions or applications. Additionally, these projects are distinct from those supported through the traditional R01 funding.

Resolution required of all local units of government to apply for grant funds and/or incorporate those funds in the local budget

Sub-award An award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of award.

Sub-grantee the individual and/or organization that receives funds from the direct grantee agency for a particular project, delivery of goods and services; may be referred to as sub-recipient

Supplanting deliberately reducing state or local funds because of the existence of federal funds

Unallowable Activities and Costs project activities and expenses outlined in the Program Guidelines which cannot be included in the budget.

Sources sites for the terms posted above. Additional information and terminology can be found at each of the following:

http://www.fns.usda.gov/fm/Documents/Grants_Terms.htm

<http://exchanges.state.gov/education/grantsdiv/terminology.htm>

<http://nj.gov/lps/grants/terminology.html>